

TERMS OF REFERENCE (TOR)

Name of Project : **“Supply and Delivery of Office Uniform/Labor and Materials for the CSC-COs, NCR and RO IV and Delivery of materials only for other ROs Officials and Employees”**

Location : **Civil Service Commission – Central Office**
IBP Road, Constitution Hills, Diliman, Quezon City

I. OBJECTIVE

The project requires the supply and delivery of office uniform (Labor and materials) for the employees in the CSC Central Office, and materials for the CSC Regional Offices. This procurement shall be in accordance with the general provisions, specifications and other requirements by the CSC and the guidelines under the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as “The Government Procurement Reform Act (GPRA)”. Specifically the procurement of goods is based and consistent with the duly approved Annual Procurement Plan (APP), Approved Budget for the Contract (ABC) and Procurement Project Management Plan (PPMP) of the Commission.

The procuring entity (CSC) further requires the supply of accessories, labor and materials supervision and other services to be provided by the supplier.

II. GENERAL PROVISION

- A. The intent of this specification is to prescribe the complete supply and delivery of office uniform (labor and materials for CSC-Central Office (CO), and materials only for the Regional offices) which the prospective supplier will undertake in full compliance with CSC requirements. If there is any apparent contradiction, or ambiguity between sections of this specifications, the supplier shall bring the matter to the attention of CSC during the pre-bid conference and shall obtain their decision as to the true meaning or intention before proceeding with the affected supply and delivery work.
- B. All exceptions or alternatives to the specifications shall be clearly listed or enumerated. As a matter of preference however, CSC shall consider ALTERNATIVES only after considering the bids that comply fully with the specifications.
- C. Supplier’s bid shall be accompanied by a Bid Security in the amount indicated in the instructions to Bidders. The Bid Security shall be submitted together with the bid proposal and requirements.
- D. The CSC reserves the right to have CSC inspectors or designated representatives to inspect the uniform/clothing materials upon delivery prior to actual use. CSC has the right to accept/reject said delivery.

III. **GENERAL SPECIFICATIONS**

Technical Specifications/Requirements and Approved Budget for the Contract (ABC)

This includes the technical specifications/requirements and the approved budget for the contract (inclusive of VAT and Government Taxes) of the equipment, as follows:

Project: "Supply/Delivery of Office Uniform (Labor and Materials) for the CSC-COs and CSCROs Officials and Employees"

Item No.	Quantity/ Unit	Item Description	Budget per Unit	Total Approved Budget
1	128	<u>Central Office:</u> Uniform (Labor and Materials) for Male employees of CO.	P2,150.00 for the three sets of short sleeves polo barong (VAT Inclusive)	275,200.00
		<u>For Male:</u> 128 employees x <u>3 sets</u> Inclusion: Labor and materials for 3 Barongs, with the following specifications: 1) All fabrics used are of high quality and polycotton that give comfort and suitable for tropical weather; 2) Fabrics are woven to give a wrinkle free look; 3) Fabrics used are fast color. 4) To include computerized embroideries intricately done using the latest design.		
		<i>Color: Lilac Barong, Light Blue Barong and Pastel Green</i> (1 and ½ yards per Barong) Please refer to the End-User's Design.		

Item No.	Quantity/ Unit	Item Description	Budget per Unit	Total Approved Budget
	191	<u>For Female:</u> 191 employees Inclusion: Labor and materials for 3 sets of corporate blouses with 1-pair of Pants and 1-Blazer with the following specifications: 1) Fabric used must be of high quality and polylinen that gives comfort and suitable for tropical weather; 2) Fibers are woven to give a crease-free look; 3) Dye stuffs used are of high quality to ensure color fast.	P3,850.00 for the whole sets (VAT Inclusive)	735,350.00
		Blouse colors: (1 and ½ yards per design and color) Light Gray with V-Neck collar; Lilac with Round-Neck design and Dirty White with Semi-flat collar and Computerized Bodice .		
		Pants: (1 and ½ yards each): Light Grey color; Blazer: (2 yards each): Silver Grey Blazer. Uniform Designs is exclusive for Civil Service Commission employees.		
2	314	Regional Office: Uniform of male employees	1,160.00 3 corporate polo barong @ 1 and ½ yards per barong (VAT inclusive)	364,240.00
		Inclusion: Materials only		

Item No.	Quantity/ Unit	Item Description	Budget per Unit	Total Approved Budget
3	1100	Central and Regional offices: Uniform of male and female employees for Monday. To include 1.5 yards per employee; Color: Beige and compliant with the Philippine Tropical Fabric Law	400.00 (VAT exclusive)	440,000.00
4		Other requirements:		
		Payment: 15% Down payment upon acceptance;		
		75% Upon Full delivery; and		
		10% Retention Fee.		
		Measurement Period within two (2) weeks from Notice of Award in the CO's and		
		Delivery Period: Labor and Materials 120 calendar days or four (4) months after receipt of Down payment.		
		Time for Repair in the CO: within 2 weeks only from return.		
		Delivery to the Regional Offices: The uniform (Labor and materials should be individually packed and delivered/shipped in the Central Office.		
		In cases where the Regional Office requests for shipment in the Region, Freight charges for delivery outside Metro Manila will be charged to the Regional Office concern.		
		GRAND TOTAL		2,898230.00

VI. GUARANTEE

The winning supplier/bidder shall guarantee the availability of the materials, accessories, services and performance of the materials within the period specified in the requirements.

V. BID VALIDITY

The Bid shall be valid for one hundred twenty (120) calendar days upon submission of bid.

VI. PAYMENT

To consummate the sale, payment shall be through a Landbank of the Philippines (LBP) Cheque; All payments, such as 15% Downpayment upon acceptance; 75% upon full deliver shall be made within fifteen (15) government working days and the 10% retention fee shall be made within five (5) government working days.

VII. TAXES

Any and all taxes, fees, charge, imposts, and other legal execution due or that may become due under the purchase shall be for the account of the supplier.

The Civil Service Commission, as a government collecting agency for the Bureau of Internal Revenue, shall deduct allowable government taxes.

VIII. DELIVERY DATE:

The winning bidder/supplier shall deliver all of the complete uniform within 120 calendar days or four (4) months after receipt of Down payment.

IX. DELIVERY PLACE

For CSC Central Office: Civil Service Commission – Central Office, IPB Road, Constitution Hills, Diliman, Quezon City.

For CSC Regional Offices:

Freight charges for delivery outside Metro Manila will be charged to the Regional Office concerned.

CSCRO 1	-	Quezon Avenue, San Fernando City, La Union
CSCRO 2	-	San Gabriel, Tuguegarao, Cagayan
CSCRO 3	-	Diosdado Macapagal Gov't. Center, Maimpis, San Fernando City, Pampanga
CSCRO 4	-	139 Panay Avenue, Barangay South Triangle, Quezon City
CSCRO 5	-	Rawis, Legaspi City
CSCRO 6	-	Oñate St., Mandurriao, Iloilo City
CSCRO 7	-	Sudlan, Lahug, Cebu City
CSCRO 8	-	Government Center, Palo, Leyte
CSCRO 9	-	Cabatangan, Zamboanga City
CSCRO 10	-	Vamenta Blvd., Carmen, Cagayan de Oro City
CSCRO 11	-	Ecoland Drive cor. Beechut St., Ecoland Subd., Phase 7, Matina, Davao City
CSCRO 12	-	Government Gutierrez Avenue, Cotabato City
CSC-NCR	-	No. 25 Kaliraya Street, Banawe, Quezon City
CSC-CAR	-	No. 116 Wagner Road, Military Cut-Off, Baguio City
CSC-CARAGA	-	Doongan Road, Butuan City
CSC-ARMM	-	ARMM Complex, Cotabato City

Recommending Approval:

(SIGNED)
EDITHA M. DELA PEÑA
Director IV-OHRMD

Approved by:

(SIGNED)
FRANCISCO T. DUQUE III, MD, MSc
Chairman

17 October 2014
TSSD/bsn